STATE OF ALABAMA
FINANCE DEPARTMENT
DIVISION OF CONTROL & ACCOUNTS

AFNS ACCESS AUTHORIZATION FORM

I understand that:

The permissions, profiles, privileges, accesses and other entrustments granted to me as a result of my association with AFNS (Advantage Financial Systems) are based on the need to accomplish my assigned responsibility and authority. I also acknowledge that I will be the sole user of the password issued to me.

I am responsible for my adherence to the policies and procedures identified by the Finance Department - AFNS.

Accordingly, I **agree** to comply with the security requirements of the STATE OF ALABAMA Department of Finance.

I acknowledge these understandings and agreements by my signature below.

(PRINT)

USER NAME: _____   PHONE #:_____
       LAST   FIRST   MI

DEPARTMENT: _____   APPLICATION: _____
        NAME   AGENCY CODE   (F**B**TC or F**G**TC)

USER NAME: _____   DATE: _____
        Signature of Individual

APPROVED BY:_____   DATE:_____
    Signature of AFNS System Administrator or Backup   APPROVED

PASSWORD: (check all that apply)

☐   Delete Old Password: _____   Effected as of _____
                                                Date and Time

☐   Grant Employee Access as Indicated on Attached Sheets (check only those required for job)

☐   Grant Additional Access as Indicated on Attached Sheets (check only those required for job)

☐   Grant Same Access As: _____

FOR AFNS SECURITY OFFICE USE ONLY

TRANSACTION ACCESS

TRANSACTION CODES Security for Generics	Check The Appropriate Column					
	SCAN	ENTER	EDIT	RUN	DELETE	APPROVE
P1 PV PVQ MP PVV						
MW and CX		**N/A**			**N/A**	
C1 CR CRQ						
IN						
J1 JV						
PO						
RQ						
AA EB TB RB						
GM						

Instructions to complete the TRANSACTION ACCESS form:

Enter a check $(\sqrt{})$ in the appropriate column that allows the users to perform their tasks.

N/A – The automated accounting system or security does not allow the users to perform this action.

Access to MW and CX transactions should be limited to very few personnel.

Transaction Descriptions:
P1   PV   PVQ   Payment Vouchers
MP   Multiple Payment
PVV   Vouchers created by a MP document
MW   Manual Warrant
CX   Warrant Cancellation
C1   CR   CRQ   Cash Receipt
IN   Invoice
J1   JV   Journal Voucher
PO   Purchase Order
RQ   Requisition
AA   Appropriation & Allotments
EB   Expense Budgets
TB   Transfer Budgets
GM   Grant Management

TABLE ACCESS

Instructions to complete the TABLE ACCESS form:

The list of the AFNS base accounting system tables is grouped by category (i.e. chart of account tables; payment vouchers and warrant tables). Each category includes a listing of all tables the users will have access to scan, add, change or delete, based on the security form, which is prepared by the AFNS System Administrator or the System Administrator's Backup.

Enter a check $(\sqrt{})$ in the appropriate column that allows the users to perform their tasks.

N/A – The automated accounting system or security does not allow the users to perform this action.

Y – Users are given authority to perform this action for these tables.

Every user is automatically given access to scan the Miscellaneous and Menu tables.

AFNS BASE SYSTEM TABLE BY CATEGORIES Security for Generics	Check The Appropriate Column				
	Add	Change	Delete	Scan	No Access
CHART OF ACCOUNTS TABLES (Except ORG2 and SORG)	N/A	N/A	N/A		
ORGANIZATION TABLE AND SUB-ORGANIZATION TABLE					
EXPENSE BUDGETARY TABLES	N/A	N/A	N/A		
REVENUE BUDGETARY TABLES	N/A	N/A	N/A		
CASH RECEIPT TABLES	N/A	N/A	N/A		
PURCHASE ORDER/REQUISITION TABLES	N/A	N/A	N/A		

AFNS BASE SYSTEM TABLE BY CATEGORIES Security for Generics	Check The Appropriate Column				
	Add	Change	Delete	Scan	No Access
PAYMENT VOUCHERS & WARRANTS TABLES (Except SCHD and REVP)	N/A	N/A	N/A		
PAYMENT VOUCHER SCHEDULING TABLE	N/A		N/A		
RECURRING PAYMENT VOUCHER TABLE					
VENDOR TABLES	N/A	N/A	N/A		
INVOICES/PROVIDER NAME TABLES (Except INHD, INTX, and REIN)	N/A	N/A	N/A		
INVOICE HOLD			N/A		
INVOICE TEXT					
RECURRING INVOICE					
GRANT TABLES	N/A	N/A	N/A		
(USED ONLY ONCE A YEAR) YEAR-END & NEW YEAR TABLES (Except BRPT and RRPT)	N/A	N/A	N/A		
BUDGET REPORT					
REVENUE BUDGET REPORT					
JOB TABLES	N/A	N/A	N/A		
MISCELLANEOUS TABLES	N/A	N/A	N/A	Y	N/A
MENU TABLES	N/A	N/A	N/A	Y	N/A